

On line Basic Grant Coherent Sequence Instructions

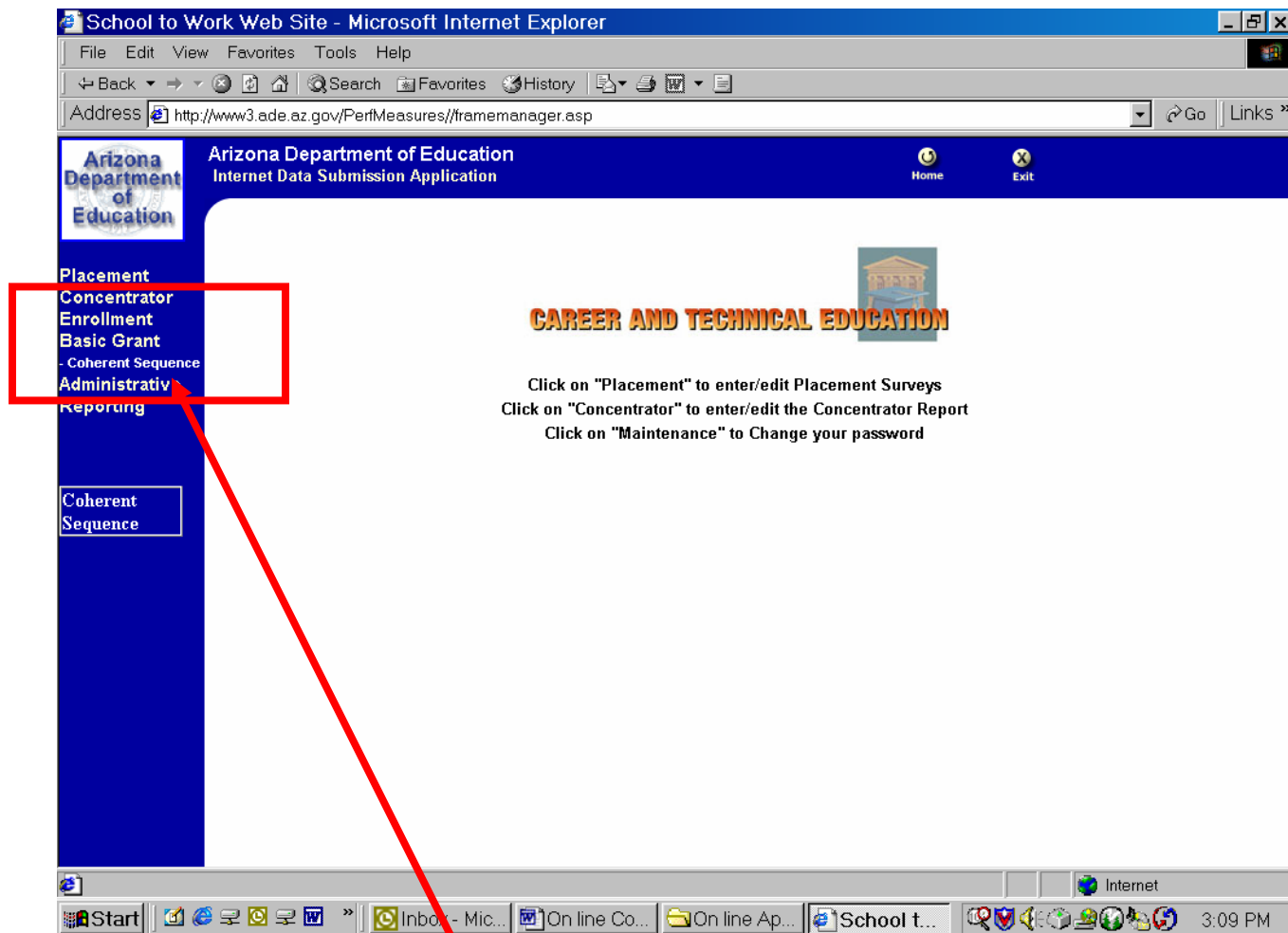
Performance Measures Online System.

The instruction manual is available in the Accountability Program Improvement Section. It is called Basic Grant Coherent Sequence Instructions. These instructions will walk you through the process for revising or editing the coherent sequence of your CTE programs for use in completing the On-line BG application.

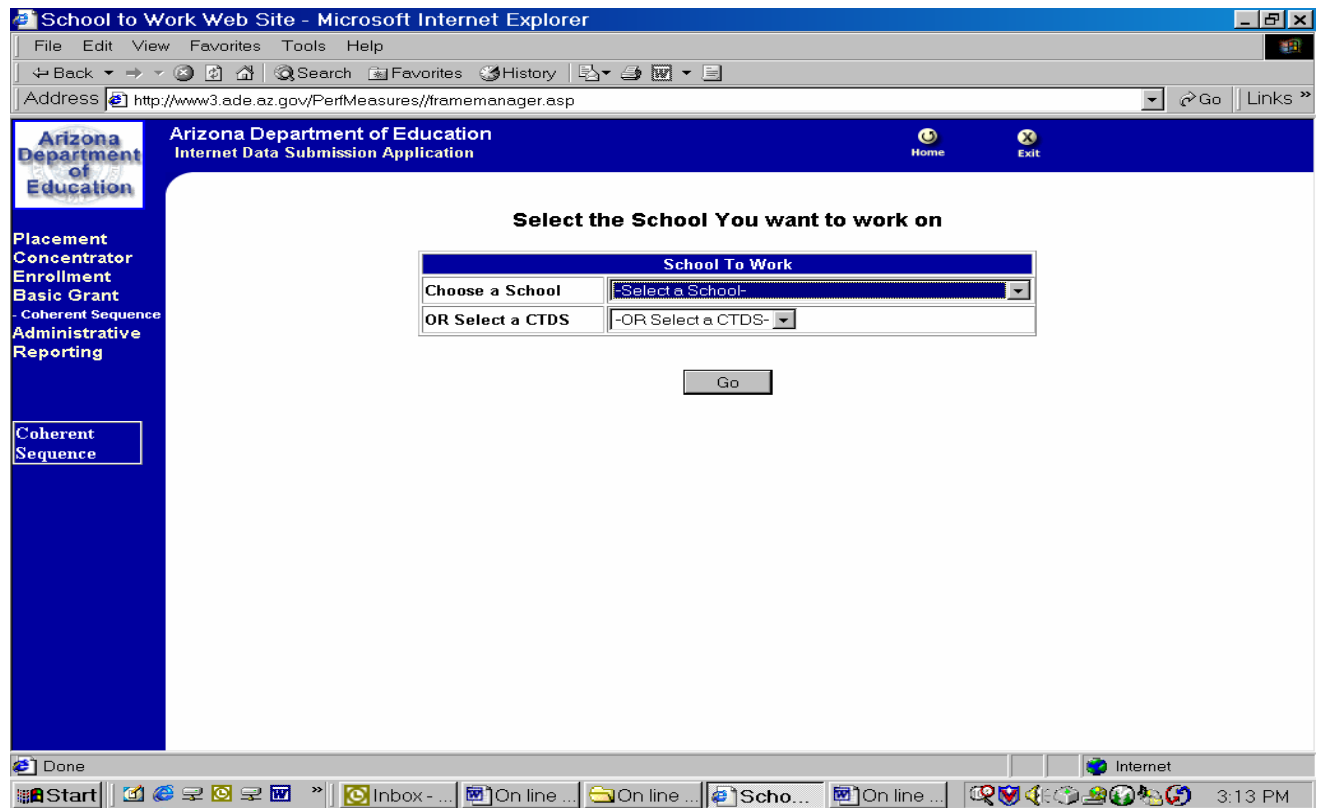
Follow the instructions below to get into the system:

Go to the ADE website: <http://www.ade.az.gov/PerfMeasures/splash.asp>

Click on **LOGIN** (use the same user name and password you used to enter in Performance Measures). If you do not have this information please, contact Jet Wilson at (602) 542-5486, Della Hofer at (602) 542-5711 or Donna Kerwin at (602) 542-7881.



Click on Basic Grant (Drop Down menu option on the PM website)
Click on Coherent Sequence



Select the **School** by Name or CTDS with the drop down box. Click **Go**

Career & Technical Education Web Site - Microsoft Internet Explorer

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Editing School : SAMPLE SCHOOL
[Click Here to Change](#)

Basic Grant Fiscal Year Selection

Fiscal Year
2007 Coherent Sequence
2006 Coherent Sequence

[Back](#)

For 2007, CTE program names and CIP codes have been changed and/or programs have been merged. You will have to refer to CTE's "The Handbook April 2005" to ensure you locate the correct ADE course name(s) to develop the coherent sequence of instruction.
The 2006 course enrollment data has been used to assist you in developing your 2007 coherent sequence of instruction information for the 2007 Basic Grant. Review the information carefully and make necessary changes, additions, or deletions. Click on 2007 Coherent Sequence to begin process.

Local intranet

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Select the 2007 Coherent Sequence for edit/updates.

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After the coherent sequence information has been updated, **NOTIFY CTE** by sending an email to Tammie Chavez at tchavez@ade.az.gov. **Provide your Name** and identify your **District** to inform her that you have completed updating the district's 2007 coherent sequence data.

2007 Coherent Sequence for 12-34-56-001 - SAMPLE SCHOOL [Click Here to Add](#)

Program	Program Title	Course	Course Title	Local Course Title	Action
460400	Construction Technologies	46040010	Construction Tech Core Curri	Intro to Industrial Maintenance	View Modify Delete
470600	Automotive Technologies	47060010	Auto Tech Core Curr	Intro to Auto	View Modify Delete
470600	Automotive Technologies	47060041	Autobody/Collision Repair I	Autobody/Collision Repair I	View Modify Delete
470600	Automotive Technologies	47060050	Autobody/Collision Repair II	Adv Auto Body	View Modify Delete

2007 Articulated Programs for 12-34-56-001 - SAMPLE SCHOOL [Click Here to Add](#)

Program	Program Title	Course	Course Title	Campus CTDS	Action
460400	Construction Technologies	46040041	Industrial Maintenance I	09-08-35-210	View Modify Delete
460400	Construction Technologies	46040050	Industrial Maintenance II	09-08-35-210	View Modify Delete

[Click here to get a detailed report](#)

[Click here to enter comment](#)

Done Local intranet

start Inbox - Mic... FW: 2007 C... BG WebSite ... H:\On line A... Arizona Dep... Career & Te... 2:26 PM

2006 Program/Course data already loaded – ready to edit

To take an action on a record you must click on one of three functions – view, modify, or delete. You may also add a new program.

The following slide displays a record in the view mode.

The screenshot shows a web browser window titled "Career & Technical Education Web Site - Microsoft Internet Explorer". The address bar shows "http://devweb1/PerfMeasures/frameanager.asp". The page header includes the Arizona Department of Education logo and the title "Arizona Department of Education Internet Data Submission Application". A left sidebar contains a menu with options: Placement, Concentrator, Enrollment, Maintenance, Basic Grant, Coherent Sequence, Administrative, Reporting, and N. O. I. The main content area is titled "2007 Coherent Sequence" and displays a table with the following data:

Course Enrollment Information		
CTDS	School Name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2007
Program		Description
460400		Construction Technologies
Course		Description
46040010		Construction Tech Core Curri
Coherent Information		
Local Course Title	Intro to Industrial Maintenance	
Is this a feeder course	No	

Below the table is a "< Back" button.

Click on view and see the information you have for the program. If there are changes to be made to the coherent sequence information, click on back and you will return to the report screen.

The following screen displays a record in the modify mode. Select Program and click on Modify.

The screenshot shows the same web browser window as the previous slide, but the main content area is in "modify mode". The table structure is similar, but with additional input fields and checkboxes:

Coherent Sequence Information		
CTDS	School Name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2007
Program		Description
460400		Construction Technologies
Course(1-7 digits)		Description
4604001		Construction Tech Core Curri
Coherent Information		
8th digit of Course Number	0 <input type="checkbox"/> New course	
Local Course Title	Intro to Industrial Maintenance	
Is this a feeder course?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Below the table, a message states: "You must hit the submit button to save any changes made". At the bottom are "Submit" and "Cancel" buttons.

2006 Coherent Sequence

Coherent Sequence Information		
CTDS	School Name	Fiscal Year
01-40-02-201	MANY FARMS HIGH SCHOOL	2006
Program		Description
460400		Construction Technologies
Course(1-7 digits)		Description
4604001		Construction Tech Core Curri

Coherent Information	
8th digit of Course Number	0 <input type="checkbox"/> New course
Local Course Title	Construction Tech Core Curri
Is this a feeder course?	<input type="radio"/> Yes <input checked="" type="radio"/> No

You must hit the submit button to save any changes made

Modify allows you to make changes but only to the Coherent Information section. You are allowed to enter the 8th digit of your course and provide the district's local course title. If you leave the local course title blank and you submit the record, the local course title will default to the CTE Course title.

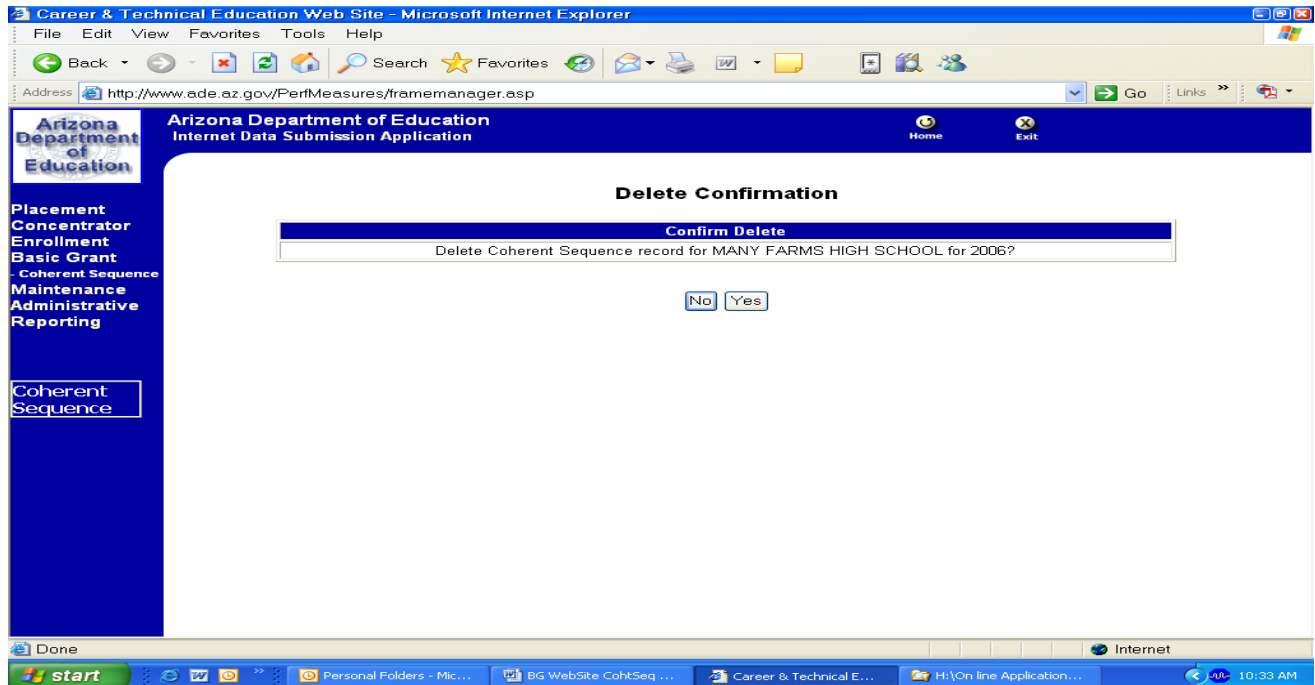
1. Enter the 8th digit
2. Enter the local course title (if you have one different from ADE's course title)
3. When finished making the changes,
4. If the course is not a feeder course*, defaults to No. click on submit
5. If no errors are detected you will see the message "There were no errors saving this record." Click on Finish

This will take you back to the report screen.

NOTE: You may also use Modify for a course that is established but is to be taught off-campus in 2007.

*feeder courses are courses taught off campus.

The following slide displays a record in delete mode.



If you decide that the program/course is no longer part of your coherent sequence you may use this function to delete it from your coherence sequence.

1. To delete a record, select the record and click on delete.
2. Answer yes or no. 'Yes' will delete the record. 'No' will return you to the coherent sequence screen.
3. By clicking on 'Yes' the message "There are no errors saving this record," will pop up. Click on 'Finish'.
4. This will take you back to the report screen.

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Address <http://devweb1/PerfMeasures/frameManager.asp> Go Links

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Print a report for final review before submitting to CTE. **Verify** every course has a local course title.
NEW CAREER EXPLORATION STANDARDS: If you are implementing the new Career Exploration standards this school year, identify the sites (include feeder schools for Union High School Districts) where the Career Exploration standards will be delivered in the Comment Section of the report.

After the coherent sequence information has been updated, **NOTIFY** CTE by sending an email to Tammie Chavez at tchavez@ade.az.gov. **Provide your Name** and identify your **District** to inform her that you have completed updating the district's 2007 coherent sequence data.

2007 Coherent Sequence for 12-34-56-001 - SAMPLE SCHOOL [+ Click Here to Add](#)

Program	Program Title	Course	Course Title	Local Course Title	Action
460400	Construction Technologies	46040010	Construction Tech Core Curri	Intro to Industrial Maintenance	View Modify Delete
470600	Automotive Technologies	47060010	Auto Tech Core Curr	Intro to Auto	View Modify Delete
470600	Automotive Technologies	47060041	Autobody/Collision Repair I	Autobody/Collision Repair I	View Modify Delete
470600	Automotive Technologies	47060050	Autobody/Collision Repair II	Adv Auto Body	View Modify Delete

2007 Articulated Programs for 12-34-56-001 - SAMPLE SCHOOL [+ Click Here to Add](#)

Program	Program Title	Course	Course Title	Campus CTDS	Action
460400	Construction Technologies	46040041	Industrial Maintenance I	09-08-35-210	View Modify Delete
460400	Construction Technologies	46040050	Industrial Maintenance II	09-08-35-210	View Modify Delete

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To add a new record: Click on the “+ Click here to add” (located at the top right hand corner of report screen).

1. Select the new course description by course name or 7digit course number. After selection is made click on the Submit button

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New Coherent Sequence

Coherent Sequence Information	
Choose a Course Description	-Select a Course-
OR Select the first 7 digits of Course Number	-OR Select a Course Number-
Select the sequence Fiscal Year	2007

Submit Cancel

Done Local intranet

start Inbox - Microsoft Out... 2007 Coh Seq Instru... BG WebSite CohtSeq ... Career & Technical E... 8:55 AM

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2006 Coherent Sequence

Coherent Sequence Information		
CTDS	School Name	Fiscal Year
01-40-02-201	MANY FARMS HIGH SCHOOL	2006
Program	Description	
010100	Agricultural Business Management - Agriscience	
Course(1-7 digits)	Description	
0101001	Agriculture Bus Mgmt - Agriscience	

Coherent Information	
8th digit of Course Number	-Select- <input checked="" type="checkbox"/> New course
Local Course Title	<input type="text"/>
Is this a feeder course?	<input type="radio"/> Yes <input checked="" type="radio"/> No

You must hit the submit button to save any changes made

Submit Cancel

Done Internet

start Personal Folders - Mic... BIG WebSite CohtSeq ... Career & Technical E... H... n line Application... 10:35 AM

2. Select the 8th digit of the course number – use drop down arrow – tab.
3. Check the “new course” box
4. Insert local course title. If you do not insert a local course title when you submit the new record the local course title will automatically default to CTE course title.
5. Click on submit when completed
6. The message “There are no errors saving this record,” will pop up. Click on ‘Finish’.
7. This will take you back to the report screen.

OR

If the new course is a taught off campus, click on the “+ Click here to add” in the articulated section of the screen.

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Print a report for final review before submitting to CTE. **Verify** every course has a local course title.
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2007 Coherent Sequence for 12-34 56-001 - SAMPLE SCHOOL						Click Here to Add
Program	Program Title	Course	Course Title	Local Course Title		Action
460400	Construction Technologies	46040010	Construction Tech Core Curri	Intro to Industrial Maintenance	View	Modify Delete
470600	Automotive Technologies	47060010	Auto Tech Core Curr	Intro to Auto	View	Modify Delete
470600	Automotive Technologies	47060041	Autobody/Collision Repair I	Autobody/Collision Repair I	View	Modify Delete
470600	Automotive Technologies	47060050	Autobody/Collision Repair II	Adv Auto Body	View	Modify Delete

2007 Articulated Programs for 12-34 56-001 - SAMPLE SCHOOL						+ Click Here to Add
Program	Program Title	Course	Course Title	Campus CTDS		Action
460400	Construction Technologies	46040041	Industrial Maintenance I	09-08-35-210	View	Modify Delete
460400	Construction Technologies	46040050	Industrial Maintenance II	09-08-35-210	View	Modify Delete

Click here to get a detailed report

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New Coherent Sequence

Coherent Sequence Information	
Choose a Course Description	<input type="text" value="Automotive Technology I"/>
OR Select the first 7 digits of Course Number	<input type="text" value="-OR Select a Course Number-"/>
Select the sequence Fiscal Year	<input type="text" value="2007"/>

Select the new course description by course name or 7digit course number.

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2007 Coherent Sequence

Coherent Sequence Information		
CTDS	School Name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2007
Program	Description	
470600	Automotive Technologies	
Course(1-7 digits)	Description	
4706002	Automotive Technology I	

Coherent Information	
8th digit of Course Number	1 <input checked="" type="checkbox"/> New course
Local Course Title	Intro to Auto
Is this a feeder course?	<input checked="" type="radio"/> Yes <input type="radio"/> No

For Beta Test Pilot Schools Only	
Articulated School Name	-Select-
Articulated Enrollment Type	-Select-
Accounting LCA	<input type="radio"/> Home (Residence) School <input type="radio"/> Articulated School

You must hit the submit button to save any changes made

Submit Cancel

1. Select the 8th digit of the course number – use drop down arrow – tab.
2. Check the “new course” box
3. Insert local course title. If you do not insert a local course title when you submit the new record the local course title will automatically default to CTE course title.
4. click on YES “Is This A Feeder Course”. Additional questions about articulated courses will pop up. Answer the following three questions:
 - a. Articulated School Name (use drop down menu box).
 - b. Identify **Articulated Enrollment Type** (See page 226 of “The Handbook April 2005” for the definition of Articulated Enrollment Count.).
5. Click on submit
6. If no errors are detected you will see the message “There were no errors saving this record.” Click on Finish

This will take you back to the report screen.

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2007 Coherent Sequence for 12-34-56-001 - SAMPLE SCHOOL [Click Here to Add](#)

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470600	Automotive Technologies	47060010	Auto Tech Core Curr	Intro to Auto	View Modify Delete
470600	Automotive Technologies	47060041	Autobody/Collision Repair I	Autobody/Collision Repair I	View Modify Delete
470600	Automotive Technologies	47060050	Autobody/Collision Repair II	Adv Auto Body	View Modify Delete

2007 Articulated Programs for 12-34-56-001 - SAMPLE SCHOOL [Click Here to Add](#)

Program	Program Title	Course	Course Title	Campus CTDS	Action
460400	Construction Technologies	46040041	Industrial Maintenance I	09-08-35-210	View Modify Delete
460400	Construction Technologies	46040050	Industrial Maintenance II	09-08-35-210	View Modify Delete
470600	Automotive Technologies	47060021	Automotive Technology I	09-06-01-003	View Modify Delete

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[Click here to enter comment](#)

Done Local intranet

start Inbo - Microsoft Out... 2007 Coh Seq Instruc... BG WebSite CohtSeq ... Career & Technical E... 9:07 AM

A box is available to insert any comments to relay to ADE about the school's coherent sequence. Click on the pencil icon and follow the instructions.

To print the report click on the icon at the bottom of the page.

After the coherent sequence information has been updated, **NOTIFY** CTE by sending an email to Tammie Chavez at tammie.chavez@azed.gov that identifies your **District** and **provides your Name** to inform her that you have completed updating the district's 2007 coherent sequence data.